

**MINUTES OF THE SPECIAL MEETING OF THE  
ARIZONA STATE RETIREMENT SYSTEM BOARD**

**HELD ON  
Friday, September 6, 2002  
8 a.m., MST**

The Arizona State Retirement System (ASRS) Board met in the 14<sup>th</sup> Floor Conference Room of the ASRS office at 3300 North Central Avenue, Phoenix, Arizona 85012. Mr. Alan Maguire, ASRS Board Chairman, called the meeting to order at 8:04 a.m., MST.

The meeting was teleconferenced to the ASRS office, 7660 East Broadway Boulevard, Suite 108, Tucson, Arizona 85710.

**1. Call to Order; Roll Call**

Present: Mr. Alan Maguire, Chairman  
Ms. Bonnie Gonzalez, Vice Chairman  
Mr. Jim Bruner  
Mr. Norman Miller  
Mr. Karl Polen  
Mr. Ray Rottas  
Mr. Carl Tenney  
(All members attended via telephone.)

Excused: Dr. Chuck Essigs  
Ms. Charlotte Borchert

A quorum was present for the purpose of conducting business.

**2. Presentation, Discussion and Appropriate Action Regarding the ASRS Executive Search Firm Selection Committee Recommendation for Award of Contracts under Request for Proposal (RFP) No. RT03-005**

Mr. Alan Maguire, Chairman explained that the RFP for a search firm to aid in the search of an Executive Director and to provide future search services, was due last Friday (August 30). Twenty-five responses to the RFP were received, and of those, 13 met the requirements put forth in the RFP. Mr. Bob Wittsell, ASRS Procurement Manager, and Ms. Linda Herold, Arizona Department of Administration, Human Resources Division, conducted independent, parallel reviews of the qualified firms. Each recommended a list of five firms brought forth to the Executive Search Firm Selection Committee.

The Committee met on Tuesday, September 3, and narrowed the list to four finalists who were

interviewed on Thursday, September 5. As a result of that process, the Executive Search Firm Selection Committee recommends to the Board that the Board provide a contract to MAXIMUS Inc., to provide executive search services for the ASRS. The Committee further recommends that MAXIMUS be immediately tasked with the search for a Director. Finally, the Committee also recommends that the RFP remain open for a period of up to 180 days from the original due date.

**Motion:** Mr. Ray Rottas moved that the ASRS Board award a contract to MAXIMUS Inc., for the executive search services pursuant to RFP No. RT03-005, and to direct staff to immediately initiate discussions with MAXIMUS regarding the search for a Director, and that Mr. Norm Roberts be the main contact regarding the search.

Ms. Bonnie Gonzalez seconded the motion.

By a vote of 7 in favor, 0 opposed, 0 abstentions, 2 excused, the motion was approved.

### **3. Call to the Public**

There were no members of the public wishing to speak to the Board.

Mr. Alan Maguire thanked the members of the Board who served on the selection committee. Mr. Maguire also thanked the staff, particularly Mr. Wittsell and Ms. Herold, who gave up their Labor Day weekend to review the RFP proposals.

Mr. Jim Bruner added his appreciation to Mr. Maguire for moving this process forward in such a short time frame. He also stated that he feels very comfortable and confident with the selection of MAXIMUS.

Mr. Maguire noted that it was a unanimous vote of the selection committee to choose MAXIMUS as the firm to conduct the Executive Director search.

### **4. Adjournment of the ASRS Board.**

**Motion:** Mr. Jim Bruner moved to adjourn the September 5, special Board meeting.

Mr. Ray Rottas seconded the motion.

Mr. Alan Maguire adjourned the September 6, 2002, meeting of the ASRS Board at 8:15 a.m.

Respectfully submitted,

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Gayle Norman, Secretary

Date

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LeRoy Gilbertson, Director

Date